O: (Name, office symbol,		15 APP 198		
TO: (Name, office symbol, room number, building, Agency/Post) D/Security			Initials	987ate
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Action	File	Note and Return		rn -
Approval	For Clearance	Per Conversation		
As Requested	For Correction	Prepare Reply		
Circulate	For Your Information	See Me		
Comment	Investigate	Signature		
Coordination	Justify			

1 - FYI

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

EO/DDA

Phone No.

SO41-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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